

Lab 2: Preparing a Research Report with a Footnote

PROBLEM: You are a college student enrolled in an introductory technology class. Your assignment is to prepare a short research paper (350–400 words). The requirements are that the paper be presented according to the MLA documentation style, contain at least one note positioned as a footnote, and have three references. At least one of the three references must be from the web. You prepare the below paper about two-step verification (Figure 2–83a & b).

Figure 2–83a

STUDENT LAST NAME 1

STUDENT NAME

TEACHER NAME

COURSE NAME

DATE

Two-Step Verification

In an attempt to protect personal data and information from online thieves, many organizations, such as financial institutions or universities, that store sensitive or confidential items use a two-step verification process. With two-step verification, a computer or mobile device uses two separate methods, one after the next, to verify the identity of a user.

ATMs (automated teller machines) usually require a two-step verification. Users first insert their ATM card into the ATM (Step 1) and then enter a PIN, or personal identification number, (Step 2) to access their bank account. If someone steals these cards, the thief must enter the user's PIN to access the account (Tanaka).

Another use of two-step verification requires a mobile phone and a computer or mobile device. When users sign in to an account on a computer or mobile device, they enter a user name and password (Step 1). Next, they are prompted to enter another authentication code (Step 2), which is sent as a text or voice message or via an app on a smartphone. This second code generally is valid for a set time, sometimes only for a few minutes or hours. If users do not sign in during this time limit, they must repeat the process and request another verification code

¹ According to Moore and O'Sullivan, users should register an alternate mobile phone number, landline phone number, email address, or other form of contact beyond a mobile phone number so that they still can access their accounts even if they lose their mobile phone (54).

 (Marcy) Microsoft and Google commonly use two-step verification when users sign in to these website  Moore and O'Sullivan).

Some organizations use two separate methods to verify the identity of users. These two-step verification procedures are designed to protect users' sensitive and confidential items from online thieves.

PERFORM THE FOLLOWING TASKS:

1. Run Word. Open Lab 2-2 Two-Step Verification Paper from the Shared Drive.
2. The research paper as shown in [Figures 2–83a and 2–83b](#) has been typed for you already. You are going to be focusing on entering in the citations and footnote where the yellow highlighter marks are located in the [Figure 2–83a](#).
3. Modify and update the Normal style to the 12-point Times New Roman font, line spacing to double and remove space below (after) paragraphs. Press OK to update the Normal style to include the adjusted line and paragraph spacing.
4. Create the sources listed on the following page, entering them according to the MLA style.
5. Create a header in order to number pages. Right align. Include your last name in front of the page number. Do not type it in all caps.
6. Replace the typed name and course information at the left margin. As requested by your instructor, use your name and course information instead of the information shown in [Figure 2–83a](#). Do not type it in all caps.
7. Center the title.
8. Select all 4 of the paragraphs (starting with In an attempt to...and end with online thieves). Set a first-line indent for **paragraphs** in the body of the research paper to .5".
9. Use [Figures 2–83a](#) and [2–83b](#) to enter in citations where the yellow highlighter marks are located.
10. Insert the footnote as shown in [Figure 2–83a](#). Change the Footnote Text style to the format specified in the MLA documentation style.
11. Change the bibliography reference style to MLA on the Reference Tab.

Type of Source: Article in a Periodical

Author: Hana Kei Tanaka

Article Title: Safeguards against Unauthorized Access and Use

Periodical Title: Technology Today

Year: 2017

Month: Sept.

Pages: no pages used

Medium: Web

Year Accessed: 2017

Month Accessed: Oct.

Day Accessed: 3

Type of Source: Web site

Author: Fredrick Lee Marcy

Name of webpage: Two-Step Verification

Year/Month/Date: none given

Production Company: Course Technology

Medium: Web

Year Accessed: 2017

Month Accessed: Sept.

Day Accessed: 18

Type of Source: Book

Author: Aaron Bradley Moore and Brianna Clare O'Sullivan

Title: Authentication Techniques

Year: 2017

City: Detroit

Publisher: Great Lakes Press

Medium: Print

Create the source and then insert citation where appropriate within the text. You may have to edit the citation so it displays the correct information. If you can't remember how, go back into the eBook!

13. At the end of the research paper text, press the **ENTER** key once and then insert a manual page break so that the Works Cited page begins on a new page.
14. Enter and format the title, Works Cited, on the top of Page 3.
15. Use Word's Reference Tab to insert the bibliographical list.
(Not a Works Cited or Bibliography preformatted option)
16. Check the spelling and grammar of the paper.
17. Save the document using the file name, **LastNameTwo-Step Verification Paper** to your Word folder Module 2 folder.
18. Drop into the Two-Step Verification DropBox and complete the rubric.

STUDENT LAST NAME 3

¶

Works Cited¶

Marcy, Fredrick Lee. *Two-Step Verification*. n.d. Course Technology. Web. 18 Sept. 2017.¶

Moore, Aaron Bradley and Brianna Clare O'Sullivan. *Authentication Techniques*. Detroit: Great Lakes Press, 2017. Print.¶

Tanaka, Hana Kei. "Safeguards against Unauthorized Access and Use." *Technology Today* Sept. 2017: n. pag. Web. 3 Oct. 2017.¶

Double check your sources...did they insert correctly, are they formatted correctly (font, size, spacing, etc...)